

**Contract Improvement Process
Model Contracts Subcommittee
Notes from October 19, 2006**

Attendees:

Meg Whitelaw
Yingtse Cha
Keith Nordell
Lisa Eze
Maggie Van Cleef
Thirza Kennedy
Lisa Ellis
Clark Bolser
Peter Van Ronk
Harry McCabe
Rose Marie Auten
Michelle Arnold
Bob Jaros

Summary of Discussion Points

- Meg handed out notes on Statement of Work
- Discussed grant agreements
- Lisa Ellis said that for CDPHE, grants are more broad in deliverables; flow thru for feds
- Lisa Eze at CDLE noted that there are different types of grants. Lisa Eze noted that the contract terms and conditions should be up front with the grant application
- Keith Nordell at DOC said that subrecipient terms and conditions are totally different than T&C's for a vendor
- Rose Marie Auten at DOLA said that most of DOLA's grants are waived contracts.

Conclusions

Proposed Agenda for Next Meeting – October 25, 2006 from 9 am to 11 am, 633 17th Street, Conf Rm 15A

- Review Model Contract for Services
- Review guidelines for Statement of Work if available